Location: CVPath Institute  
Job Title: Archival Intern (Medical Research)

Responsibilities: CVPath is a medical research Nonprofit located in Gaithersburg Maryland which specializes in Cardiovascular Research. ([https://www.cvpath.org/](https://www.cvpath.org/)) The position is located in our medical archives and will involve support of archival staff in receiving, inventorying, and preparing materials and the associated paperwork for study or shipment to other facilities. The position also involves a lot of work with our tissue storage room, so the perspective candidate should be someone comfortable working with medical specimens and able to follow laboratory procedures for handling tissue fixed in 10% Formalin (proper safety equipment and training would be provided). There will be work in inventorying, rehousing, and identifying materials for either long term storage or deaccession as per our retention schedule. They also may create finding aids, digitize certain materials, and have the opportunity to shadow professionals at other points in a medical research nonprofit. This Internship includes a stipend.

Requirements: Either having completed or is in progress with a bachelor's degree in a field related to Library or Archival Science or Medical.

Salary Range: Position is an internship running for several months during the summer with a $500 a week stipend.

Application Process: Email us sharkless@cvpath.org or KBurack@cvpath.org with an introduction and current resume. The position is for the summer of 2024 so we likely will move quickly in scheduling interviews.

Closing Date: 05/15/2024